

Performance Management Key Due Dates & Procedural Steps for 2014-2015

October 1, 2014 Standard Performance Management Cycle for 2014-2015 begins · Agency strategic & operational goal(s) are communicated Agencies begin documentation of IPP's for all employees Agencies begin IPP discussions with all employees Individual Performance Plans (IPP's) are complete for all employees October 31, 2014 using all Performance Management Program compliance criteria Work outcomes support specific agency strategic or operational goal(s) Apply S.M.A.R.T. formula to each work outcome Work outcomes are written to the mid-point of the rating scale Work outcomes are prioritized in order of greatest importance Reviewer confirms compliance and approves the IPP Rater conducts IPP discussion with employee **January 31, 2015** First Interim Review is due Rater observes employee performance relative to IPP Reviewer confirms compliance and approves the first interim review · Rater conducts first interim review discussion providing objective, constructive feedback relative to employee performance of the IPP May 31, 2015 Second Interim Review is due Rater observes employee performance relative to IPP & interim 1 feedback Reviewer confirms compliance and approves the second interim review Rater conducts second interim review discussion providing objective, constructive feedback relative to employee performance August 1, 2015 Agencies communicate optimal due date for Annual Reviews Agencies communicate optimal due date of September 15, 2015 to raters & reviewers to allow for timely administrative processing **September 30, 2015 Annual Review is due** Rater observes employee performance relative to IPP and interims 1 & 2 feedback Reviewer approves all Performance Management Program procedures Rater conducts annual review discussion & completes the process October 1, 2015 2015 – 2016 Standard Performance Management Cycle begins